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MAY 7 1956

MEMORANDUM FOR: Chairman, Administration Career Board

SUBJECT : Transfer to the Administration Career Service.

1. From time to time the Administration Career Board must consider and make recommendations to me regarding the transfer to the Administration Career Service of employees holding other career service designations. As you know, I concur in the views of the Board that the Administration Career Service should be kept fairly small and that the large bulk of the several hundred employees we are now trying to administer should in all probability be transferred to other services.

2. When small numbers are involved in a given career service greater flexibility is required. A large career service can absorb a few people with limited flexibility more easily than a small career service. It becomes extremely important, therefore, that the relatively small number of fairly senior personnel who will eventually be retained in the Administration Career Service have almost unlimited flexibility. In addition, as you know it is my desire to move in the direction of having all of our senior support and administrative personnel serve in a variety of positions, including both departmental and overseas, in order that they might have the well-rounded experience which I consider essential to the eventual development of a highly competent career service.

3. There may be exceptions to the foregoing. However, prior to making recommendations for exceptions I should like to have the Board consider most carefully any limitations which an employee may have upon his flexibility prior to recommending favorable consideration.

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~~1-4-77~~

L. K. WHITE
Deputy Director
(Support)

DD/S:LKW:laq
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